

April 25, 2003

TO: Chief School Administrators  
School Business Administrators/Board Secretaries  
Directors of Special Services  
County Superintendents  
County Supervisors of Child Study  
County School Business Administrators  
Directors, Private Schools for the Disabled

FROM: Richard Rosenberg, Assistant Commissioner  
Division of Finance

SUBJECT: Revised Private Schools for the Disabled Mandated Tuition Contract for the  
2003-2004 School Year

Due to the Department of Treasury's Affirmative Action requirements for public agencies, the Private Schools for the Disabled Mandated Tuition Contract has been revised for the 2003-2004 school year. The revisions were made to section #15 only and reflect the required Equal Employment Mandatory Contract Language.

The contract provides the private schools/school districts the ability to execute only one contract for each pupil which would include all the available services, if applicable (ten month school year, extended school year and extraordinary services). There is no need to execute separate contracts for a pupil for each time period. I recommend that the parties (private schools/school districts) execute only one contract per pupil for the entire July through June school year.

The tentative per diem tuition rates for 2003-2004 set by the department in the memorandums dated December 12, 2002, February 15, 2003, and March 12, 2003 are the maximum tentative per diem tuition rates that may be charged during the school year. For example, a private school for the disabled with a maximum tentative per diem tuition rate of \$150.00 with a total of 30 enrolled days for July through August and 180 enrolled days for September through June will have a total July through June tuition rate of \$31,500. An example follows:

3A. JULY TO JUNE SCHOOL YEAR - The SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL each month a tentative tuition charge based upon a per diem rate of \$150.00 (two decimal places) for the total number of days such pupil was enrolled during the month. The per diem rate was determined by dividing the

tentative tuition rate for the school year of \$31,500.00 by the estimated number of days school will be in session, but not less than 180 days (July through June) of 210 and rounding to the nearest two decimal places. For July through August, if applicable, such pupil will be enrolled for 30 days for a total tentative tuition charge of \$4,500.00 (two decimal places), and/or for September through June, if applicable, such pupil will be enrolled for 180 days for a total tentative tuition charge of \$27,000.00 (two decimal places). The July through June total tentative tuition charge will be \$31,500.00 (two decimal places).

If a pupil was not enrolled for both the extended and the ten month school years, I would recommend the private school or school district insert "N/A" in the time period (July-August or September-June) the pupil will not be enrolled.

There are private schools for the disabled that serve both full-day, half-day or only half-day pupils. In order to identify the full-day and half-day rates, private schools may add the following language, as it appears below in bold: **"for a full day or \$ \_\_\_\_\_ for a half-day"**

3A. JULY TO JUNE SCHOOL YEAR - The SENDING DISTRICT agrees to pay the APPROVED PRIVATE SCHOOL each month a tentative tuition charge based upon a per diem rate of \$150.00 (two decimal places) **"for a full day or \$75.00 for a half-day"** for the total number of days such pupil was enrolled during the month. The per diem rate was determined by dividing the tentative tuition rate for the school year of \$31,500 by the estimated number of days school will be in session, but not less than 180 days (July through June) of 210 and rounding to the nearest two decimal places.

According to the regulations and the contractual language, tuition payment is due to the private school for the disabled no later than the first of each month prior to the services being rendered. Therefore, payment is due by July 1 for an extended school year program that begins in July and by September 1 for the ten month school year. In addition, private schools for the disabled may charge interest at one percent per month on the unpaid balance of tuition received 30 days after the due date. In order to provide adequate time for the local school district to meet this obligation, it's incumbent upon the private school for the disabled to bill the local school districts on a timely basis. I would recommend that the private schools prepare the monthly tuition bills so that they are received by the local school districts at least six weeks prior to the payment due date.

The private school for the disabled is required to send the local school district a monthly attendance record and a monthly enrollment record for each pupil. Using the above recommendation of six weeks prior to the payment date, a pupil's first three monthly tuition bills will include only the proposed monthly enrollment times the per diem rate. It will not be until the fourth month of enrollment that the pupil's actual attendance record for the first month will be available.

Section 9a of the contract requires a mutually agreed upon date that the sending district agrees to pay the private school for the disabled any increase in the final tuition rate charged from the original tentative tuition rate charged. By regulation, any increase due to the private school from

the school district is due no later than June 30, 2006. Please consider that both parties must agree to this date and a due date in the 2004-2005 school year may result in unbudgeted expenses for the school district.

The contract is now available on the Department of Education's website at [www.state.nj.us/education](http://www.state.nj.us/education). Under the pull down "Overview of DOE Programs", double click on "Finance." Under the "Division of Finance" homepage, double click on "Private Schools for the Disabled" under the heading "Most Requested Items" which is on the right side of the page. The contract is identified as "New Jersey Department of Education Mandated Tuition Contract 2003-2004" and you may double click on either Microsoft Word or 24kb PDF.

If you have any questions concerning this memorandum, please contact Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.